

# TECHNICAL PROCESSING SUPERVISOR

<b>Responsible to</b>	Technical Services Supervisor
<b>Classification</b>	Clerk II
<b>Qualifications</b>	High School diploma or equivalent Ability to supervise Aptitude for organization Knowledge of computers and applicable technologies Knowledge of computer word processing programs Ability to work well with staff and public Must have valid driver's license Ability to work days, evenings and weekends as required
<b>Primary Function</b>	Prepare and organize materials for circulation
<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1. Transits all new materials to library for circulation</li><li>2. Maintains a record of new books</li><li>3. Supervises clerks assisting in technical processing</li><li>4. Oversees processing of library materials</li><li>5. Purchases technical processing supplies</li><li>6. Receives and distributes all incoming orders</li><li>7. Supervises mending process</li><li>8. Assists in technical services processing of new materials for New book shelf</li><li>9. Works Children's Services desk regularly and knows its appropriate policies and procedures</li><li>10. Demonstrates knowledge of library policies and procedures</li><li>11. Supports Behavior Policy (library code of conduct)</li><li>12. Performs other duties as required</li></ol>

**Physical Demands**

Works requires physical effort in the repetitive handling of materials or boxes and tools or equipment of up to 30 pounds in non-strenuous work positions and/or continual standing or walking

8/23/2017